



## NOTICE OF BIDDER PREQUALIFICATION

### City of Richmond Hill Signage and Wayfinding Package

The City of Richmond Hill is soliciting qualifications from vendors for the Production and Installation of the Richmond Hill Signage and Wayfinding Package.

Three (3) copies of the qualifications should be submitted by no later than **10:00 AM on Friday July 14, 2017** to the attention of:

Scott Allison  
Assistant City Manager  
85 Richard R. Davis Drive (if submitting via FedEx or UPS)  
PO Box 250 (if submitting via regular mail)  
Richmond Hill, GA 31324

For questions regarding qualifications, please contact Scott Allison, Assistant City Manager, by phone at 912-756-3851 or by email at [sallison@richmondhill-ga.gov](mailto:sallison@richmondhill-ga.gov).

## SPECIFICATIONS & REQUIREMENTS

### I. GENERAL REQUIREMENTS

#### A. Scope of Work

The Signage and Wayfinding Package for the City of Richmond Hill consists of multiple sign types including but not limited to Gateways, Vehicular and Pedestrian Directionals, Information Kiosks, Parking Identification and Regulatory signage. Construction of these sign types will include masonry and pre-cast elements, heavy metal fabrication, and automotive quality paint finishing. Installation of all signage shall conform with all GDOT and MUTCD standards as required and all signage structure and foundations shall be certified by a structural engineer.

#### B. Warranty and Installation

Provide statement of compliance with the following: It will be required that all labor shall carry a minimum of three (3) year warranty. All materials shall carry the standard manufacturer's warranty (min. 5 years). It is the successful contractor's responsibility to install all products consistent with manufacturer's requirements. Supplier shall provide all labor and materials necessary to complete installation.

#### C. References

A minimum of three (3) references should be submitted for public or municipal signage projects which were completed within the past five (5) years.

#### D. Portfolio

Provide photos and shop drawings from a minimum of three (3) exterior public or municipal signage projects of which a minimum of 65% of production occurred in house.

- E. Capability  
List of in house services versus items that must be outsourced. Include engineering capabilities for all signage requiring stamped engineering documents.
- F. Statement of Duration  
Statement of duration of time your organization has been in business under the current business name and estimated dollar amount in gross annual sales.
- G. Statement of Litigation  
Statement of litigation on whether any projects have incurred any type litigation or lawsuits against your company.
- H. Insurance  
Successful contractor will be required to submit a Certificate of Insurance per the attached Insurance Requirements.

### INSURANCE REQUIREMENTS

The successful Contractor will be required to submit a Certificate of Insurance in accordance with the Insurance Requirements stated below:

1. Workmen's Compensation: Statutory Limits
2. Comprehensive General Liability: \$1,000,000
3. Automobile Liability: \$1,000,000
4. Materials and Equipment Floater: \$200,000
5. Umbrella Liability Insurance: \$2,000,000
6. The cancellation should provide 15 days notice for nonpayment and 30 days notice of cancellation.
7. Insurance Company, except Worker' Compensation carrier, must have an A.M. Best Rating of A-5 or higher. Certain Workers' Comp funds may be acceptable by the approval of the Risk Management Division. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-5 or better.
8. Insurance Company should be licensed to do business by the Georgia Department of Insurance.
9. Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name and project/bid number.
10. The Contractor shall agree to provide complete certified copies of current insurance policy (ies) or a certified letter from the insurance company (ies) if

requested by the City to verify the compliance with these insurance requirements.

11. All insurance coverage's required to be provided by the Contractor will be primary over any insurance program carried by the City.
12. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
13. Officials, employees, and volunteers from losses arising from work performed by the contractor for the City.
14. Special Form Contractors' Equipment and Contents Insurance covering owned, used, and leased equipment, tools, supplies, and contents required to perform the services called for in the Contract. The coverage must be on a replacement cost basis.
15. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
16. The Contractor shall at a minimum apply risk management practices accepted by the EEcontractors' industry.

#### BID AND PAYMENT/PERFORMANCE BONDS

Bid Bond – Each contractor, after being qualified, who submits a formal bid in response to the Request for Proposal will be required to obtain and submit a Bid Bond in an amount equal to five (5%) percent of their bid amount.

Payment and Performance Bond – The successful Contractor who is selected to perform the work for the City will be required to obtain and submit a Payment and Performance Bond in an amount equal to the contract price.

Employee Eligibility Verification – Each Contractor shall be required to execute and submit to the City the Employee Eligibility Verification affidavit attached hereto as Exhibit "A" upon submitting its qualifications. The Contractor selected by the City will be required to execute and submit an additional Employee Eligibility Verification affidavit upon execution of the Contract Agreement.

## II. DOCUMENTATION TO BE SUBMITTED

Bidders that wish to be prequalified should submit the required documentation for General Requirements items A, B, C, D, E, F and G as well as the executed Employee Eligibility Verification affidavit (Exhibit A).

EXHIBIT "A"

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is submitting a bid proposal or is contracting with the City of Richmond Hill has registered with and is participating in the Employee Eligibility Verification (EEV/Basic Pilot Program, or E-Verify, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Richmond Hill, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 via sworn affidavit attesting to compliance. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Richmond Hill at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
Federal Work Authorization User Identification Number  
(EEV/E-Verify Company Identification Number)

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

**I hereby declare under penalty of perjury that the foregoing is true and correct**

\_\_\_\_\_  
Printed Name (of Authorized Officer or  
Agent of Contractor)

\_\_\_\_\_  
Title (of Authorized Officer or  
or Agent of Contractor)

\_\_\_\_\_  
Signature (of Authorized Officer or Agent)

\_\_\_\_\_  
Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_